

Whitehill Village Hall

Registered Charity No. 267564

Trustees' Annual Report

1st April 2016 - 31st March 2017

Secretary to the Trustees:

Karin Nelson

E-mail: karinw@uwclub.net

Names of Trustees

Davina Hudson	Chairman
Val Bywater	Vice-Chair
Peter Benson	Treasurer
Beryl Parsons	Bookings Clerk - weekdays
Michael Vincent	Bookings Clerk - weekends
Gillian Scott	
Alan Waterhouse	
Ann Bell	

Sources of advice and support

Bank: HSBC, Landsdowne House, 74 High Street, Alton GU34 1EZ

Action Hampshire: Westgate Chambers, Staple Gardens, Winchester SO23 8SR

Community First East Hampshire: Tilmore Centre, 1 Tilmore Rd, Petersfield GU32 2HG

Whitehill Town Council: Pinehill Road, Bordon GU35 0BS

Governance

Whitehill Village Hall is held in trust for the whole community. It is managed by a team of Voluntary Trustees, who also deal with all the administration, application for grants with feedback, general supervision of maintenance and new works. Representatives of clubs and groups using the hall meet with the trustees regularly, to agree future plans and actions. Non-profit groups that use the hall to provide a service to the community, receive a favourable rental rate.

- Whitehill Village Hall was established as a charity by a Trust Deed dated 1st December 1993, on a 99 year lease which expires on 1 July 2066
- The lease is a full maintenance lease which means that, although no rent is payable, the village hall management committee is responsible for keeping the building in good state of repair.
- Whitehill Village Hall remains financially sound, despite the full maintenance lease with Whitehill Town Council who as Custodial Trustee manage the site through a lease from East Hampshire District Council.

Appointment of Trustees

- The Trust Deed governs the appointment of trustees and management of the charity.
- Eight trustees are elected at the Annual General Meeting held in June: each trustee serves for 1 year, with all of the trustees retiring each year. Two further charity trustees are elected from Whitehill Town Council Councillors.
- The trustees form the Management Committee of the Village Hall which has the power to co-opt up to 3 further members on an annual basis. In addition, each regular user group may nominate one member to attend meetings.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted:

- Health & Safety Policy
- Safeguarding Policy for Children and Vulnerable Adults
- Equal Opportunities Policy
- Reserves Policy

Copies of these policies are available in the kitchen, in the rack behind the door

Hiring Agreement

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence (not including alcohol). If a hall user wishes to sell alcohol, a licence from EHDC must be applied for. The hall is licensed by the Performing Right Society for live and recorded music.

Risk Management

Insurance

The village hall is insured with respect to property damage (buildings insurance) by Alliance Westminster Village Guard - Aviva (£338,975 cover). It is insured with the same company with respect to contents (up to £10,240) public liability (£5,000,000) employers' liability (£10,000,000) and legal assistance (£50,000). The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance. Trustees are also protected under this policy.

Building Issues

- The building condition is regularly monitored by the trustees and users who report back on any faults they find.
- Volunteers from the Committee carry out further regular maintenance checks and organise any necessary repairs
- Gas and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is checked by a qualified engineer every 5 years.
- Fire-fighting appliances are inspected annually under contract with the supplier.
- Fire alarm systems are inspected annually under contract with the supplier.
- Security Cameras are regularly monitored and activity outside the hall is retained for a month before over-recording

Objectives of the Charity

- Its purpose is to improve the quality of life for all individuals and create a vibrant, inclusive local Community Centre.
- The provision and maintenance of a village hall for use by the inhabitants of Whitehill and Bordon without distinction of political, religious or ethnic grounds.
- Use of the village hall for meetings, lectures, sports activities and other forms of recreation.
- The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

Principal Activities in pursuit of Objectives

The hall is in use most days of the week for a variety of activities:-

- Non-profit groups using the hall to provide a service to the community, receive a favourable rental rate. These include Whitehill Baby and Toddler Group, Community, Coffee Drop-in, Royal Voluntary Service Over 60's Lunch Club, St Matthews Church Soup Café, Saturday Prayer group, Friends of Christ Ministry, Ukanhop Ukulele group, Skittles for adults and families, Wednesday at Whitehill
- Other activities, provided by Clubs and Sports groups, that use the hall for meetings or as a base include - Bordon Bridge Club, Brownies, Woolmer Forest U3A with Art, Bridge, History, Whist, Flower Arranging and Skittles groups, Blackmoor and Whitehill WI with Singing and Drama groups, Diddidance, Body Blitz and Walking for Health meet here.
- The hall is available for hire by local residents for private functions, including children's parties, family parties, social functions and occasional fund raising activities

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set to achieve this.

Volunteers' Effort

Management costs are kept to a minimum through the use of volunteers for most regular maintenance. A cleaner is employed three times a week.

2016 -17 Achievements – Chairman's Report

This has been yet another successful year for the village hall. The trustees have worked very hard by continuing to promote our excellent facilities to ensure that we have many regular groups which of course ensures that the hall has a regular income, which is essential for the success of a community facility.

This year saw the arrival of Helen's Slimming World group, running three groups on Thursday afternoon and evening and two on Friday mornings, this ensured a regular income enabling us to look at essentials for the hall and then Sarah arrived with another Slimming World group on a Monday so an additional guaranteed income. Our thanks have to go to Helen and Sarah for choosing to run their groups from our hall.

My thanks must also go to all our regular hirers as they all contribute to the success of the hall.

My thanks must go to Beryl who continues to organise the hiring of the hall and most efficiently invoice them, thereby ensuring our income stream. Also to Michael for arranging the parties, regular hiring at weekends and ensuring their safe entry and exits.

I took over as chairman this time last year as a temporary measure and I have to say that without Val as Vice Chair I would not have survived this time, she has done the majority of the work and along with the day to day running she has a real gift for raising money for the hall from grant applications. The hall is a much nicer place to come into owing to the grants Val has managed to obtain, for improvements to the hall. This year the floor of the main hall has been beautifully resurfaced with the purchase of a new cleaning machine to ensure that the surface is preserved for as long as possible. We now have new blue vinyl chairs and most of the uncomfortable plastic chairs are a thing of the past.

My gratitude has to go to Peter, who as Treasurer has the finances at the forethought of our minds and ensures that good housekeeping is practised at all times.

I must thank Karin who as Secretary has kept us all in order and ensured the success of all our meetings.

My thanks to Richard who cleans the hall and keeps it looking so good at all times.

I have used this report to acknowledge the work and dedication of all of the trustees of this hall without whose input this hall would not be the hall for the community which it undoubtedly is, providing a home for groups for the whole community, from Babies and Toddlers, to Brownies, to U3A, to WI, to the walking group and all users of the Soup cafe and the Coffee morning, the RVS lunches and the Wednesday at Whitehill group, the Bordon Bridge Club.

A special thank you to Gill and her team for organising the Halloween Party for the children which was an amazing success.

With all these users we are providing a facility for the community which we should all be extremely proud of.

My final thought has to go to Pat Searle, who sadly passed away last September. As many of you are aware we held a successful afternoon celebrating her life and have dedicated this room in her memory. She was named as a trustee on the original documents establishing the hall as a community charity. She will be sadly missed by many of people in this community and we must remember her dedication as we move forwards with the hall.

Reserves Policy

Whitehill Village Hall has historic reserves of £4,000 held in a National Savings Account. The Trustees cannot envisage adding to this in the foreseeable future, since there are usually no surplus funds each year. The regular income from lettings each year more than covers the basic expenditure required to run the building.

The charity had £3,288 in the bank as unrestricted reserves at the year end. This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement. The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works far in excess of cash available. On identifying such major works, fundraising is undertaken and grants are applied for, with the object of meeting the costs in full (ie without needing a loan). Such funds would be restricted. There are no restricted funds for refurbishment in hand.

Future Plans

The Trustees propose that this year should be a year for further consolidation and to capitalise on the income from increased Hall lettings as local people become aware of the improved facilities.

Funding is in place to re-surface both the main car park and overflow car park with lighting during the next few months. Funding has been confirmed from 'Award for All' Lottery, Hampshire County Council Community Buildings Capital Fund, EHDC Councillors and Bernard Sunley Foundation. It is also hoped to safeguard the burial burrows as required by Historic England with contribution by Whitehill Town Council.

The disabled toilet and main toilet areas still require funding for the hall refurbishment to be completed, which will be the next project.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

Signature 

Full name DAVINA SYLVIA HUDSON

Position CHAIRMAN

Date 01/08/17

16. WVH Accounts Year ending March 31st, 2017

Receipts		Source	Allocation	Payments						
2015/16	2016/17			2015/16	2016/17					
£	£			£	£					
584.00	931.00	Body Blitz/Zumba	Action Hants sub	72.00	0.00					
1,817.00	1,772.50	Bordon Bridge Club	Admin costs	74.89	404.89	incl keys, stamps,				
495.00	491.50	Brownies (term)	Break-in Repairs	1,086.00	0.00	[web host, & diary				
1,736.00	0.00	Cobrafit	Building Improvements	34,909.68	0.00					
31.50	162.50	Conde Link	Building Maintenance	707.67	998.08					
333.00	293.00	Diddidance (term)	Brit Telecom/WOAV DD	548.54	495.57					
1,430.00	823.63	EHDC (election,mtg)	Car Park	260.55	0.00					
147.00	277.50	FitSteps	Cleaning Service	4,477.45	6,486.47	incl floor Scrubber				
866.00	0.00	Insurance Claim	Community charge	281.01	283.29					
813.50	732.25	Mothers & Babes	Electricity: B.Gas	1,706.12	1,755.30					
0.00	1,279.58	Refund	First Aid supplies	40.90	0.00					
1,544.50	1,069.75	Religious Groups	Furniture & Fittings	2,036.72	1,547.83	incl Plaque, tree,				
2,082.50	2,268.00	RVS Lunch Club	Gas: SSE/Zog DD	2,266.24	1,840.00	[& chairs				
32.00	220.00	Skittles, I.T. class	Gas Boiler Mtce	350.00	168.00					
283.00	8,976.00	Slimming World (2)	Grounds Mtce	954.00	888.00	incl grass, windows				
2,294.50	1,933.50	St Matthews	Insurance	645.82	695.81					
100.00	0.00	Taekwondo	Kitchen costs	114.20	122.40	dishwasher				
30.84	24.89	P.O. Acct Interest	Security	332.69	1,118.39	incl fire				
2,540.96	4,509.00	Private Hire/Misc income	Skittle Alley	1,490.00	0.00					
86.00	282.00	Ukanhop	Sound System	1,279.58	0.00					
1,330.50	1,249.75	U3A incl Groups	PcB loan repaid	0.00	1,200.00					
52.00	581.00	Wed at Whitehill ‡	Understage Trolley	260.00	0.00					
1,023.39	934.25	W.I.	Waste disposal DD	1,543.56	1,468.99					
227.00	0.00	W.V.H Fund Raising	Water, SE DD	396.62	324.41					
£19,880.19	£28,811.60	TOTALS	Web design & host	646.63	111.75					
			Wed at Whitehill club ‡	967.07	3,316.00					
	£4,116.60	Grants - EHDC								
	£7,655.00	Grants - Hamps C.C.								
	£300.00	Grant	TOTALS	£ 57,447.94	23,225.18					
	£98.75	Donations/Misc								
	£3,500.00	Grants - Hamps IWCF ‡	‡ Grant covers Transportation,							
	£10,000.00	Grant - Lottery (car park)	Cook & Rent for Wed at Whitehill							
	£25,670.35	TOTAL GRANTS								

Statement of Account		2015/16	2016/17
Total Receipts		50,956.81	£54,481.95
Total Payments		57,447.94	£23,225.18
Gain or Loss		-£6,491.13	£31,256.77

Statement of Assets		2015/16	2016/17
Assets			
HSBC Current A/C		£3,288.23	£33,781.01
National Savings		£4,142.69	£4,167.58
Cash		£36.37	£0.00
Outstanding Invoices		£1,279.58	£855.25
Debtor		£1,200.00	£0.00
Total Assets		£7,546.87	£38,803.84

Accounts approved on - 1st June 2017

Accounts approved by - THEO SCOTT

Print Name THEO SCOTT Signature

5, Birch Grove
Whitehill, Bordon
Hants. GU35 9DG
Tel: 01420 474249

To whom it may concern,

I am a retired Army Officer, having served in the R.E.M.E. from 1958 to 1987.

Since becoming Service Funds Accounts trained in 1972, I have continually been associated with monetary accounts in both Army and civil life, including many local community accounts in Aldershot, Arborfield and Bordon.

Currently I am an account holder of one account associated with R.E.M.E and an examiner of two others.

Yours sincerely,



Theodore Scott
Capt (retd)

5, Birch Grove
Whitehill, Bordon
Hants. GU35 9DG
Tel: 01420 474249

1st June 2017

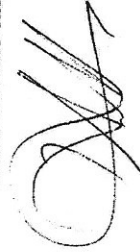
To whom it may concern,

I confirm that I have examined the Whitehill Village Hall accounts for the financial year ending 31/03/2017 and find them to be in good order reflecting a true picture of the state of affairs.

All receipts from charges raised and grants received were properly actioned, recorded and banked.

All payments for services rendered to the hall by utilities/contractors were properly actioned and recorded.

This report is based on the information supplied to me to undertake this examination.



Theodore Scott